

PAYE _____/_____

EMPLOYEE REGISTRATION FORM

Title: Mr / Mrs / Ms / Miss

First Name: _____

Surname: _____

Single / Married / Separated Date of Birth: ___/___/___ Age: _____

National Insurance No: _____

Address: _____

Post Code: _____ Nationality: _____

How long you lived in the UK: _____

Are you eligible to work in the UK: YES / NO Do you require a VISA to work in the UK: YES / NO

Telephone Number: _____ home / mobile

Email Address for Payslips: _____

Bank Details: Bank: _____ Sort Code: _____ - _____ - _____

Account No: _____ Build Society Ref: _____

Office Use Only

Payments: Weekly / Fortnightly / Monthly / Annual / Other: _____

Bank Details Supplied: Yes / No

Hourly Rate: £ _____ Salary: _____ Set Hours: _____ Per Week / Month

Holiday Entitlement: Accrued basis / No per year _____ Plus 8 Bank Holidays

Bonus Scheme: Yes / No (if yes please provide details) Commission Paid: Yes / No (if yes please provide details)

Start Date: ___/___/___ End Date: ___/___/___

P45 provided: Yes / No P46 Provided: Yes/ No Tax Code to be used: _____ W / M 1

*** Employer please take copy of form before giving back to Clark's Accountants Thank you**